



**TOWN OF UXBRIDGE
OFFICE OF THE FINANCE DIRECTOR
TOWN TREASURER/COLLECTOR
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**David A. Genereux
Finance Director**

DATE: May 5, 2008
TO: All Municipal Departments
FROM: David Genereux, Finance Director
RE: Spending Freeze

Please be advised that, effective immediately, there will be a mandatory “spending freeze” for all municipal departments. A companion memorandum from Justin Cole, our Town Accountant, outlines the exceptions to the freeze, as well as the procedure that is to be followed for approval of future purchases.

It is apparent that rising energy costs are stressing selected departmental budgets, to the point where they are in danger of exceeding their appropriations. In addition, we anticipate that the Stabilization Fund will be reduced to \$307,172.11 by the close of the Spring Annual Town Meeting. It is imperative that we do whatever we can to turn back unspent funds for free cash certification.

The Town Manager and I were hopeful that a freeze would not have to be implemented in light of the reduced municipal budgets being proposed for FY 2009, but economic circumstances have forced this reality upon us.

This freeze covers all FY 2008 general fund appropriations; with the exception of the education budget, certain aspects of public safety, and state-mandated expenditures. Enterprise funds, grants, and other special revenue funds that are not supported by the general fund are exempted, though expenditures from these funds must still be approved via purchase order.

There is also a moratorium on all projects funded by the school town building maintenance fund. The FY 2009 balanced budget contains no appropriation for the fund for the first time since its inception. Therefore, projects that have already generated invoices will be allowed to be completed, but no new projects, even if approved, will be funded until the fund is reestablished (Possibly in FY 2010, definitely by FY 2011). This includes the Library HVAC, the pointing of the Town Hall, Library, and South Uxbridge Fire Station, the Taft/Whitin school bathroom dividers, and Town Hall basement and electrical work. We intend to keep the remaining maintenance fund balance in reserve for emergencies until the fund is reestablished.

Your cooperation in this difficult time is appreciated. Please contact me with any questions or concerns.



Office of the
TOWN ACCOUNTANT

21 South Main Street
Uxbridge, Massachusetts 01569

JUSTIN L. COLE
Town Accountant

Telephone
508-278-8696

May 5, 2008

To: All Municipal Departments
From: Justin Cole, Town Accountant

Re: Town Meeting Allocation Spending Freeze

In reviewing the April 2008 departmental expenditure reports for the fiscal year to date period ending 4/30/2008 there are many departments that are running close to the limit on their appropriations. With approximately 60 more days of operations before the end of the fiscal year, this Office is concerned that without careful monitoring by both the departments, and the Accounting Office, there may need to be bills held out and unpaid as of June 30 due to lack of appropriation. At this time, it is this Office's recommendation that all voluntary expenditures be declined, and to pay only those outstanding bills for goods and services order but not received, those received but not billed, and fixed cost items that are deemed involuntary due to their operational support.

Fixed cost items that will automatically be approved for direct payment on the Warrant are:

- Landline telephone bills from AT&T, and Verizon.
- Wireless telephone bills from Verizon Wireless
- Oil and Natural Gas Bills
- Constellation New Energy and National Grid Electrical Bills
- Outstanding Contractual Obligations
- Salaries, stipends, and other contractual employee liabilities

Other approved, non fixed cost items that need to be submitted via PO when possible

- Legal advertisements
- Expenditures necessary relative to Public Safety and Education
- Any other expenditure necessary for general operational support that is mandated by MGL

For all other expenses, please submit a Purchase Order to Accounting, and approval will be assigned based on funds availability and operational need. Purchase Orders are reviewed at regular intervals throughout the day at 11:00am, 2:00pm, and 4:00pm and will indicate approval status. Any invoices received that are dated on or shortly after the cut off date of May 7th, and are not inclusive of the categories above, will be held out and may be declined if the department's fixed cost forecast exceeds the remaining allocation.

If you have any questions, please contact the Accounting Office as soon as possible. We will try to help with the coordination of resources between departments if necessary to get each department through to the end of the fiscal year. Please try to collaborate with other departments if necessary to ensure that your business contingency remains intact, and that operation levels remain at their current levels.

Thank you,